

20 September 1984

MEMORANDUM FOR: All ICS Employees

FROM:

[redacted]  
ICS Training Officer

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SUBJECT: Training Information

The Office of Training (OTE) is asking employees to direct all questions on training to component training officers rather than to OTE. OTE has been inundated with phone calls from employees requesting training information or seeking confirmation of requested training courses, and they are simply unable to field all of the many inquiries.

Also, employees are reminded not to report for training courses on dates requested unless they have been notified of acceptance into the course.

[redacted] the ICS Training Assistant, is available on [redacted] or [redacted] to confirm training requests or provide information on training offerings and requirements. Please use her as the first point of contact for your training needs.

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